

Montana Department Of Public Health & Human Services	Policy
	SH CACFP 1998-4 Rev 3
	Section: Sponsors of Day Care Homes
Child and Adult Care Food Program	Subject: Changing Sponsoring Organizations
	Date Revised: 9/1/2011

### CHANGING SPONSORING ORGANIZATIONS

Day care home (DCH) providers applying to participate in the Child and Adult Care Food Program (CACFP) must do so through a sponsoring organization (sponsor). Participating DCH providers desiring to switch to a different sponsor must adhere to the conditions, time-limits and notification procedures as follows:

1. DCH providers must:
  - a. participate in the CACFP under only one sponsor at any given time;
  - b. begin participation with a different sponsor only on the first day of a month;
  - c. switch to a different sponsor only once in any 12 month period.
2. DCH providers must complete a *Notice to Change Sponsoring Organization* form available on the CACFP website, [www.bestbeginnings.mt.gov](http://www.bestbeginnings.mt.gov). The change form must be given to the current sponsor or mailed and postmarked on or before the final working day of the current month for the DCH provider to be able to participate with a different sponsor effective the first day of the following month.
3. DCH providers must assure the new sponsor receives the *Notice to Change Sponsoring Organization* form prior to the first day of the effective month to begin participation with the new sponsor. The new sponsor must forward a copy of the change form to the State agency prior to submitting a claim for the new provider.
4. DCH providers who fail to notify their existing sponsor of an intended switch to a new sponsor on or before the final working day of the month may not be eligible to participate with the new sponsor in the following month, which may cause a break in participation in the CACFP. Participation in the CACFP with the new sponsor would begin effective the first day of the next month.
5. A DCH provider in corrective action status in the CACFP may not change sponsors until they have been restored to good standing in the CACFP.
6. A DCH provider in Serious Deficiency status in the CACFP may not change sponsors until they have been restored to good standing in the CACFP by their for a complete month. A provider in Serious Deficiency status in the CACFP may not switch sponsors or cease CACFP participation to avoid termination or placement on the CACFP National Disqualified List.
7. The State agency will be the final authority in determining if a provider may change to a different sponsor.

[References: 7 CFR 226.6 (p) page 44; ARM 37.75.209]